

Basic Standards for All Mailing Services

Postage Meters and PC Postage Systems

604c

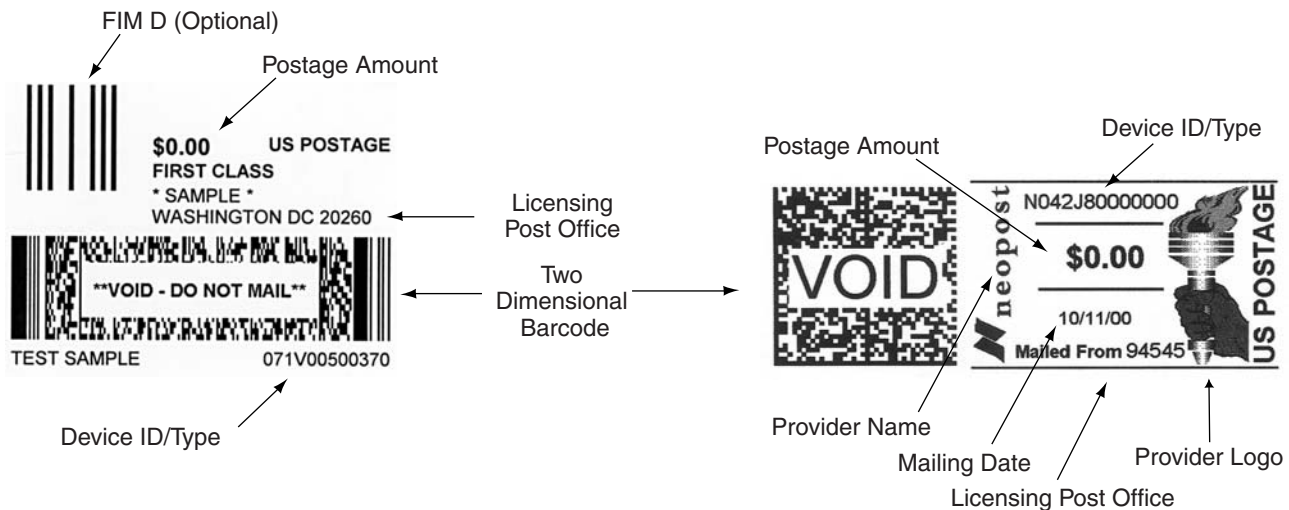
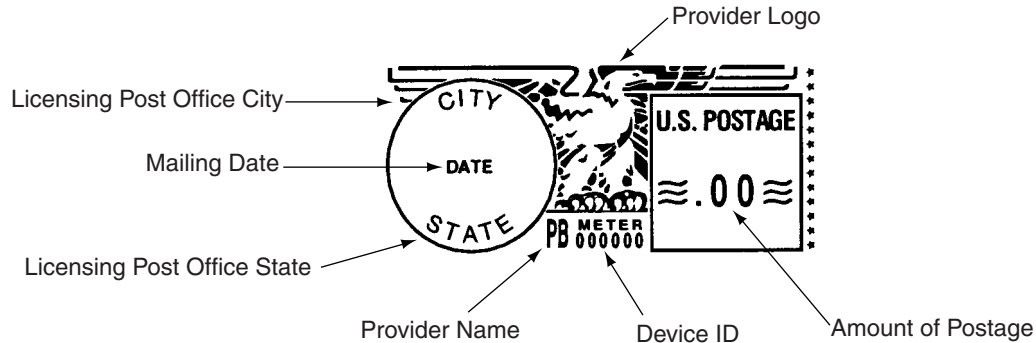
Quick Service
Guide

Overview (604.4)	Postage meters and PC Postage systems generate indicia imprinted on or affixed to a mailpiece as evidence of prepayment of postage. This method of postage payment may be used on any class of mail except Periodicals. PC Postage systems access a personal computer to print postage indicia. Postage meters and PC Postage systems are available only by lease from an authorized provider. The USPS holds the provider responsible for the control, operation, maintenance, and replacement of their products. No one other than the provider may use a postage meter or PC Postage system without a valid USPS postage meter license and a rental agreement with the provider.																				
Authorized Providers (604.4.1.3)	The following are USPS-authorized postage and PC Postage system meter providers: <table><tr><td>■ Hasler Inc.</td><td>800-243-6275</td><td>www.haslerinc.com</td></tr><tr><td>■ Francotyp-Postalia Inc.</td><td>800-341-6052</td><td>www.fp-usa.com</td></tr><tr><td>■ Neopost</td><td>800-624-7892</td><td>www.neopostinc.com</td></tr><tr><td>■ Pitney Bowes Inc.</td><td>800-322-8000</td><td>www.pitneybowes.com</td></tr><tr><td>■ PSI Systems Envelope Manager</td><td>800-576-3279</td><td>www.envmgr.com</td></tr><tr><td>■ Stamps.com</td><td></td><td>www.stamps.com</td></tr></table>			■ Hasler Inc.	800-243-6275	www.haslerinc.com	■ Francotyp-Postalia Inc.	800-341-6052	www.fp-usa.com	■ Neopost	800-624-7892	www.neopostinc.com	■ Pitney Bowes Inc.	800-322-8000	www.pitneybowes.com	■ PSI Systems Envelope Manager	800-576-3279	www.envmgr.com	■ Stamps.com		www.stamps.com
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■ Stamps.com		www.stamps.com																			
Licensing (604.4.2)	A mailer wanting to be licensed to use a postage meter or PC Postage product must complete Form 3601-A, <i>Application or Update for a License to Lease and Use Postage Meters</i> (or a provider's equivalent form), and submit it to the provider. The license allows the licensee to use multiple systems for metered mail; however, mail must be deposited at the licensing post office (604.4.10). Exceptions are made for Express Mail, Priority Mail, single-piece First-Class Mail, and for drop-shipped mail (705.17). A separate letter of application must be submitted to each post office where the mailer wants to deposit metered mail. There is no fee for this application and license. After a postage meter or a postal security device (PSD) is delivered to a licensee, the meter or PSD must be kept in the licensee's custody until returned to the authorized provider. The licensee is prohibited from taking a meter outside the United States, its territories, or its possessions without written permission from the manager of Metering Technology Management, USPS Headquarters.																				
Licensee Responsibilities (604.4.3)	The licensee must immediately notify the provider of any change in the licensee's name, address, telephone number, or the location of meters. The licensee must immediately report misregistering or otherwise defective meters to the provider. In addition, the licensee must immediately report to the provider the loss or theft of any meter or PSD or the recovery of any missing meter or PSD.																				
Amount of Postage (604.4.7.1)	The value of metered postage applied to each piece in a mailing must be either the exact amount due or another amount permitted by standard. Refunds for overpayment are considered only under standards in 604.10.																				
Metered Postage (604.4.8)	Metered postage must be legible and not overlap each other if more than one impression is applied to the same piece. Metered postage must be printed or applied in the upper right corner of the envelope or address label. Indicia must be printed with USPS-approved fluorescent ink or use another USPS-approved method to ensure that the mail is faced during processing. Approved methods include the use of a facing identification mark (FIM) for indicia printed directly on letter-size First-Class Mail or printing indicia on USPS-approved label or tape. USPS-approved labels or tapes must be used when meter stamps are printed on tape (604.4.8.11).																				
Meter Date (604.4.8)	Except for prepaid reply postage, the month, day, and year must be shown in the meter stamp on all First-Class Mail and on all certified, COD, insured, Registered Mail, and special handling mail, whether the stamp is printed on the mailpiece or on a separate label or tape. The day, month, or year may be shown in indicia for Standard Mail or Package Services pieces (604.4.8.12). Indicia printed by PC Postage Systems must include the day, month, and year in all uses.																				
Deposit and Enter (604.4.10.4)	Generally, metered mail must be deposited at locations designated by the postmaster of the licensing post office (i.e., the post office shown in the meter stamp). Exceptions include: ■ Single-piece First-Class Mail, Express Mail, and Priority Mail may be deposited in any street collection box or post office. ■ Drop shipment of metered mail may be used (705.17).																				

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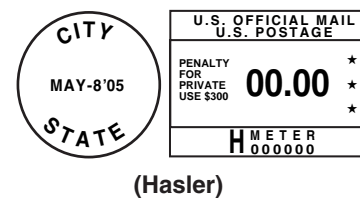
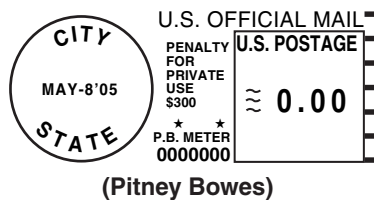
Metered Postage Designs



Information-Based Indicia with FIM
(without fluorescent ink)

Information-Based Indicia without FIM
(with fluorescent ink)

Official Mail Only (Samples)



For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.